APPENDIX T

SHIPMENT TRACING, DIVERTING, AND HOLDING

A. PURPOSE

1. This appendix details the procedures and formats for tracing, diverting, or holding shipments in the Defense Transportation System (DTS). The basic requirements associated with each of these actions are in the individual chapters.

   a. Document the tracer, diversion, or hold actions using either electronic data records or Electronically Transmitted Message (ETMs). Those activities which do not have automated capability or which consider messages more advantageous may use ETMs. The ETM must contain the same data as the automated record unless specifically excluded by this Appendix, be formatted the same way, and be sent using "Priority" communications precedence. Use the same medium and precedence throughout the entire processing cycle.

   b. The formats for tracing, diverting, and holding shipments along with completion instructions are at Table T-1 through Table T-8 and Figure T-1 and Figure T-2.

B. TRACING PROCEDURES

1. These tracing procedures allow use of modified supply system shipment status data to locate a shipment unit in the DTS. The United States Transportation Command (USTRANSCOM) Global Transportation Network (GTN) gives customers located anywhere in the world a seamless, near-real-time capability to access and employ transportation and deployment information. GTN is an automated Command and Control (C2) information system that supports the family of transportation users and providers, both Department of Defense (DOD) and commercial, by providing an integrated system of in-transit visibility information and C2 capabilities. GTN collects and integrates transportation information from selected transportation systems. The resulting information is provided to the Secretary of Defense, Commanders USTRANSCOM, its component commands, and other DOD customers including Transportation Offices to support transportation planning and decision-making during peace and war. In keeping with modern technology, GTN is available on the World Wide Web at: http://www.gtn.transcom.mil/public/.

   a. The activity initiating the tracer must ensure the following prerequisites are met before tracing a shipment

      (1) The normal transit time or Required Delivery Date has elapsed.

      (2) The destination carrier has not offered the shipment for delivery.

      (3) The normal delivery time has expired and undue delay has occurred.

      (4) The shipment was not forwarded from the Continental United States more than 90 days before tracing.

      (5) All data necessary to initiate the tracer has been collected; specifically, the Transportation Control Number (TCN), the Department of Defense Activity Address

Code (DODAAC) of the shipper, date of shipment or lift, and the Port of Embarkation (POE). This information is generally available in the Military Standard Requisition and Issue Procedures shipment status record or in other documentation such as the Bill of Lading (BL).

NOTE: Army activities use the data in the Shipment Detail Lift Notice (D1 BDD) which, if not received, is requested by submitting a requisition (document) number inquires to the Army Logistics Support Activity (LOGSA). Submit the request using the Defense Automated Addressing System or by mail to the LOGSA at Redstone Arsenal, AL or through the website at http://www.logsa.army.mil/.

b. The tracing activities prepare a request for transportation status using the format with Document Identifier (DI) TM1 (Tracing Request) as illustrated in Table T-1 when all of the prerequisites have been met. If the flight or voyage number is known, the tracing activity sends the request to the clearance authority for the Port of Debarkation (POD); if not known, to the clearance authority for the POE.

c. The clearance authority receiving the DI TM1:

(1) Determines the status or disposition of the shipment; e.g., en route, on hand.

(2) Notifies the tracing activity of the status with a transportation tracer reply using the format with DI TMA (Tracing Reply) or TMJ (ETM Entries for Tracing Reply) as illustrated in Table T-2 or Figure T-2. The clearance authority sends separate replies (DI TMA or TMJ) for each split shipment.

(3) Provides a negative status when no records of the shipment are found in the Advance Transportation control and Movement Document, receipt, or lift files.

NOTE: Army activities receiving a DI TMA/TMJ negative status for a surface shipment verify the accuracy of the request (D1 TM1) then submit a new request (D1 TM1) to the LOGSA. This second request is submitted, within 120 days of shipment, by Defense Data Network (Routing Identifier RIJVVJ1-IR4) or mail to LOGSA, Redstone Arsenal, AL or through the LOGSA web site at: http://www.logsa.army.mil/.

d. Upon receiving a negative status from the clearance authority (or, for Army activities, a second negative status from the LOGSA, the tracing activity verifies the accuracy of the data (TCN, date shipped, POE) with the shipping activity. If valid, the shipping activity (as requested by the tracing activity) transmits the data by ETM to the clearance authority. The shipping activity includes additional data such as the BL number or routing to assist in tracing the shipment. Do not submit tracing actions to the clearance authority more than 150 days after shipment.

C. DIVERSION OR HOLD

1. A diversion or hold may be necessary and authorized for cargo moving in the DTS.

    a. Requests for diversion are prepared using the format with DI TM2 (Diversion Request) as illustrated in Table T-3, Table T-4, or Table T-5. If complete diversion data including the new consignee and fund citation are not available at the time, a Shipment Hold Request/Authorization (with DI TM3 and illustrated in Table T-6) is prepared instead of the diversion. Send the diversion or hold request/authorization to the POE or POD clearance authority.

    b. The clearance authority receiving the diversion (D1 TM2) or hold (Dl TM3) request:

        (1) Determines whether the shipment is available for either diversion or hold.

        (2) Notifies the requesting/authorizing activity of shipment status. This notification is forwarded to the requesting activity and consignee within 48 hours and takes one or more of the following forms:

            (a) TMB, Diversion Request Reply Confirmation. This format (Table T-4 or Table T-5) verifies receipt of, and compliance with, the diversion request authorization.

            (b) TMC, Shipment Hold Reply Acknowledgment. This format (Table T-7 or Table T-8) verifies receipt of, and compliance with, the hold request authorization.

            (c) TMK, Diversion Request Reply Denial. This format (Table T-4 or Table T-5) indicates the POE/POD cannot comply with the diversion request because the shipment was lifted, loaded, or is otherwise uneconomical to divert.

            (d) TML, Shipment Hold Denial. This format (Table T-7 or Table T-8) indicates the POE/POD cannot comply with the hold request because the shipment was lifted, loaded, or is otherwise uneconomical to divert.

            (e) TMS, Disposition Instructions. This format (Table T-6) provides the clearance authority with the new consignee and fund citation Transportation Account Code (TAC) for a shipment that was held.

            (f) TMT, Disposition Request. This format (Table T-7 or Table T-8) provides the clearance authority (or POE/POD) a means to request the new consignee and fund citation (TAC) for a shipment being held.

    c. Activities authorized to issue diversion or holding instructions use the data provided by the clearance authority to update supply status requirements.

**ETM Entries for Tracing (TM1), Diversion (TM2), and
Hold Request (TM3)**

Prepare an ETM using the following format:

1. Enter "TC" in the LMF block of the header line.

2. In the message body:

    a. Enter subject; i.e., TRACER, DIVERSION, or HOLD.

    b. Use symbols as follows:

        (1) Use a slash (/) to separate entries.

        (2) Use a slash and ampersand (/&) at end of each shipment unit.

        (3) Use an ampersand (&) to begin additional message form pages.

        (4) Use a zero (0) to fill blank spaces in a data field.

    c. Enter data detailed in Figures T-1, T-5, and T-8.

    d. Make the entries cited in Paragraph 2.c. above, on two lines with the first line ending with a slash (/) after record position 46.

Figure T-1. ETM Entries for Tracing (TM1), Diversion (TM2), and Hold Request (TM3)

ETM Entries for Tracing Reply (TMJ)

Prepare an ETM using the following format:

1. The subject is TRACER REPLY.

2. Use one line for each shipment unit described.

   a. If the responding activity is reporting No Record, the only entries required are the document identifier, the TCN, and XXX.

   b. In all other cases, the responding activity reports:

      (1) Document identifier (TMJ).

      (2) The TCN.

      (3) Date received or ETA date.

      (4) POE.

      (5) Flight or voyage number.

      (6) POD.

      (7) Actual/expected date of lift from POE or POD. If the date received is an ETA, leave blank.

      (8) MILVAN or SEAVAN number.

      (9) DODAAC for consignee or transshipping point.

   c. All entries are separated by a slash (/).

   d. Blank spaces in a data field are zero (0) filled.

Figure T-2. ETM Entries for Tracing Reply (TMJ)

Table T-1. Tracing Request (TM1)

Data Field	Procedure
1-3	Enter TM1 for tracing request.
4-9	Enter DODAAC of the shipping activity.
10-12	Enter date shipped code from Appendix RR.
13-16	Leave blank.
17-19	Enter air terminal or sea port identifier code (Appendix CC or Appendix MM) from shipment status record or other advance notification.
20-23	Leave blank.
24-29	Enter DODAAC of tracing activity.
30-46	Enter TCN of the shipment.
47-51	If sent to POE clearance authority, leave blank; otherwise, enter basic flight number, without date, or voyage number preceded by blanks if less than five positions.
52-54	Leave blank.
55-57	If sent to POE clearance authority, leave blank; otherwise, enter the air or sea POD identifier code (Appendix CC or Appendix MM).
58-71	Leave blank.
72-77	Enter DODAAC of consignee.
78-80	Leave blank.

Table T-2. Tracing Reply (TMA)

Data Field	Procedure
From POE Clearance Authority	
1-3	Enter TMA for tracer reply.
14-16	Enter date code (Appendix RR) for date shipment arrived at POE or its Estimated Time of Arrival (ETA). If no record on file, enter XXX.
20-22	Enter date code (Appendix RR) to indicate when shipment was, or is expected to be forwarded.
23	Enter the mode/method code (Appendix GG) used to forward shipment.
68-72	Enter last five positions of MILVAN/SEAVAN number otherwise, leave blank.
74-79	Enter DODAAC of consignee.
From the POD Clearance Authority	
1-3	Enter TMA for tracer reply.
52-54	Enter date code (Appendix RR) for date shipment arrived at POD or its ETA. If no record on file, enter XXX.
58-60	Enter date code (Appendix RR) to indicate when shipment was, or is expected to be forwarded.
61	Enter the mode/method code (Appendix GG) used to forward shipment.
62-67	Enter DODAAC for transshipping point; if none, leave blank.
68-72	Enter last five positions of MILVAN/SEAVAN number otherwise, leave blank.
74-79	Enter DODAAC of the consignee.

Table T-3. Diversion Request (TM2)

Data Field	Procedure
1-3	Enter TM2 for diversion request.
4-9	Enter consignor DODAAC; if unknown, leave blank.
10-12	Enter the date code (Appendix RR) for the date shipment left the consignor.
13-16	Leave blank.
17-19	Enter air terminal or sea port identifier code (Appendix CC or Appendix MM).
20-23	Leave blank.
24-29	Enter the DODAAC of the activity requesting (authorizing) the diversion.
30-46	Enter the TCN of the shipment unit.
47-51	If sent to POE clearance authority, leave blank; otherwise, enter basic flight number, without date, or voyage number preceded by blanks if less than five positions.
52-54	Leave blank.
55-57	If sent to POE clearance authority, leave blank; otherwise, enter the air or sea POD identifier code (Appendix CC or Appendix MM).
58-67	Leave blank.
68-71	Enter the TAC for the new consignee.
72-77	Enter the DODAAC for the new consignee.
78-80	Leave blank.

Table T-4. Diversion Request Reply Confirmation (TMB), or Denial (TMK) by the POE Clearance Authority

For shipments that can be diverted, the POE clearance authority changes the diversion request as follows:

Data Field	Procedure
1-3	Enter TMB for diversion confirmation.
20-22	Enter the date code (Appendix RR) for the date the shipment forwarded to the new consignee. Send copy of confirmation to new consignee.
23	Enter the mode/method code (Appendix GG) used to forward shipment.

For shipments that cannot be diverted, the POE clearance authority changes the diversion request as follows:

Data Field	Procedure
1-3	Enter TMK for diversion denial.
20-22	If the shipment was lifted, enter the date code (Appendix RR) for the date the shipment was forwarded. If the shipment has been loaded or is otherwise uneconomical to divert, enter XXX. In either case, send copy of denial to new consignee.
23	Enter the mode/method code (Appendix GG) used to forward shipment.
47-51	If shipment was lifted, enter basic flight number, without date, or voyage number preceded by blanks if less than five positions; otherwise, leave blank.
55-57	If the shipment was lifted, enter the air terminal or sea port identifier code (Appendix CC or Appendix MM) for the POD; otherwise, leave blank.

Table T-5. Diversion Request Reply Confirmation (TMB), or Denial (TMK) by the POD Clearance Authority

For shipments that can be diverted, the POD clearance authority changes the diversion request as follows:

Data Field	Procedure
1-3	Enter TMB for diversion confirmation.
58-60	Enter the date code (Appendix RR) for the date the shipment will be forwarded to the new consignee. Send copy of confirmation to the new consignee.
61	Enter the mode/method code (Appendix GG) used to forward shipment.

For shipments that cannot be diverted, the POD clearance authority changes the diversion request as follows:

Data Field	Procedure
1-3	Enter TMK for diversion denial.
58-60	If the shipment was lifted, enter the date code (Appendix CC) for the date the shipment was forwarded. If the shipment has been loaded or is otherwise uneconomical to divert, enter XXX. In either case send copy of denial to new consignee.
61	Enter the mode/method code (Appendix GG) used to forward shipment.

Table T-6. Shipment Hold Request/Authorization (TM3) Disposition Instruction (TMS)

If diverted, but the new consignee and/or fund citation is not available, a shipment hold request/authorization is issued seeking confirmation the shipment has been located and is available for diversion.

Data Field	Procedure
1-3	Enter TM3 for a request authorization to hold a shipment.
4-9	Enter the DODAAC of consignor if unknown, leave blank.
10-12	Enter the date code (Appendix RR) for the date shipment left the consignor.
13-16	Leave blank.
17-19	Enter the air terminal or sea port identifier code (Appendix CC or Appendix MM).
20-23	Leave blank.
24-29	Enter DODAAC of activity authorizing (requesting) the hold.
30-46	Enter the TCN of the shipment.
47-51	If sent to POE clearance authority, leave blank; otherwise, enter basic flight number, without date, or voyage number preceded by blanks if less than five positions.
52-54	Leave blank.
55-57	If sent to POE clearance authority, leave blank; otherwise, enter the air or sea POD code (Appendix CC or Appendix MM).
58-61	Leave blank.
62-67	Enter the DODAAC of the activity that will provide disposition instructions.
68-80	Leave blank.

When the consignee and fund citation have been determined, disposition instructions are sent to the activity holding the shipment by changing and adding to the hold request/authorization as follows:

Data Field	Procedure
1-3	Enter TMS for disposition instructions.
68-71	Enter the TAC indicating the funds paying for movement to the new consignee.
72-77	Enter the DODAAC of the new consignee.

**Table T-7. POE Shipment Hold Reply Acknowledgement (TMC),
Disposition (TMT), and Denial (TML)**

For shipments that can and will be held, the POE clearance authority returns the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TMC to indicate that a shipment will be held.

For shipments being held, the POE clearance authority requests disposition instructions by returning the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TMT to request disposition instructions.

For shipments that were lifted or are otherwise uneconomical to hold and/or divert, the POE clearance authority returns the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TML to indicate shipment cannot be held.
20-22	If shipment was lifted, enter the date code (Appendix RR) for the date shipment was lifted. If the shipment has been loaded or is otherwise uneconomical to hold or divert, enter XXX.
23	Enter the mode/method code to indicate the method used to forward the shipment.
47-51	If the shipment was lifted, enter basic flight number, without date, or voyage number preceded by blanks if less than five positions; otherwise, leave blank.
55-57	If the shipment was lifted, enter the air or sea POD identifier code (Appendix CC or Appendix MM), otherwise, leave blank.

Table T-8. POD Shipment Hold Reply Acknowledgement (TMC),
Disposition (TMT) and Denial (TML)

For shipments that can and will be held, the POD clearance authority returns the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TMC to indicate shipment will be held.

For shipments being held, the POD clearance authority requests disposition instructions by returning the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TMT to request disposition instructions.

For shipments that were loaded or are otherwise uneconomical to hold and/or divert, the POD clearance authority returns the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TML to indicate shipment cannot be held.
58-60	If shipment was lifted, enter the date code (Appendix RR) for the date shipment was forwarded. If the shipment has been loaded or is otherwise uneconomical to hold or divert enter XXX.
71	Enter the mode/method code (Appendix GG) to indicate the method used to forward the shipment.